



Development Services Department

77 Fair Dr
Costa Mesa, CA 92626

Building Division

T: (714) 754-5273
Mon-Thurs 8:00 a.m to 5:00 p.m.
buildinginfo@costamesaca.gov

ONLINE RESIDENTIAL AND COMMERCIAL PLAN CHECK SUBMITTALS DURING COVID-19

SUBMITTAL INSTRUCTIONS

PLANS MUST BE SENT TO PLANNING FIRST PRIOR TO BUILDING SUBMITTAL

1. Verify submittal requirements <https://www.costamesaca.gov/city-hall/city-departments/development-services/building-safety/submittal-requirements/plan-check-services/building-plan-requirements>
 2. Fill out the application <https://www.costamesaca.gov/home/showdocument?id=41767>
 3. Send a PDF copy of the application and plans to planninginfo@costamesaca.gov for their review. (Please do not cc Building in the email)
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- ❖ PDF submittals are preferred and must be submitted as a set of plans with separate supporting documents (ie. one pdf file for plans, separate pdf files for structural calculations, Title 24, etc...).
 - ❖ If you are unable to submit online, paper copies may be submitted. Please indicate at the top of the application that the project is a new submittal. Plans will need to be submitted following the submittal requirements on our handouts.
 - ❖ Drop off bins are located outside the front door Monday through Thursday from 8:00 A.M. to 4:30 P.M and every other Friday starting on 05/21/2021. No drop off of plans allowed outside of regular business hours.

Please refer to attached web sites for guidance